

MINUTES OF THE DAVIESS COUNTY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MONTHLY MEETING

March 18, 2020

Members Present: Michelle Drake
Rodney Ellis
Jim Kuhlman

Members Absent: Beena Vora
Susan Gesser

Others Present: Erin Waller, Director
Debbie Young, Business Manager

The meeting was called to order by President Michelle Drake at 5:02 p.m.

Michelle Drake called for the approval of the minutes of the February meeting. Hearing no comments or corrections, Jim Kuhlman made a motion to approve the February minutes as presented. Michelle Drake seconded and the motion carried unanimously.

Rodney Ellis presented the Treasurer's Report. He went over the February, 2020 financial report including the receipts and expenditures for the month. Hearing no comments or corrections, Rodney Ellis made a motion to approve the financial report and expenditures as presented. Jim Kuhlman seconded and the motion carried unanimously.

Mr. Ellis presented the Fiscal Year 2019/2020 Budget Amendment. Mr. Ellis went over the proposed budget amendment and answered questions. After discussion, Jim Kuhlman made a motion to accept the Budget Amendment as presented. Michelle Drake seconded and the motion passed unanimously.

Mrs. Waller presented the Director's Report and discussed the following:

- Due to the COVID-19 outbreak, the Library closed to the public on Monday, March 16. At this time, we are taking the closure week by week, but feel the Library will probably be closed at least until April 6, which is in line with the school systems. The Library started curbside pickup to deliver materials to patrons during the week - Monday through Friday 9 am to 5 pm. We are trying to have limited staff in the building and practicing social distancing. The staff is concerned about working. Mrs. Waller indicated she too is worried about the health (both mental and physical) of the staff. She reported that other libraries in the state are stopping curbside pickup and/or sending staff home. The managers are working on getting work for the staff to work on at home. The board discussed and agreed that curbside pickup could stop with only a limited staff in the Library to take phone calls and work on projects. If any staff could not work at home, they could be paid using vacation or sick time.

Michelle Drake called for Old Business – Second Reading: Customer Service Policy. Erin Waller discussed the changes that had been made to the policy since the first reading. The Board discussed the policy and Jim Kuhlman made a motion to approve the Customer Service Policy (renamed to Customer Service Values) as presented. Rodney Ellis seconded and the motion carried unanimously.

There was no New Business.

There was no Public Comment.

Having no further business to come before the Board, the meeting was adjourned at 6:00 p.m. The next meeting of the Daviess County Public Library Board of Trustees will be on Wednesday, April 15, 2020 at 5:00 p.m. in the Library Board Room.

Michelle Drake by *DG*